
STANDING OPERATING PROCEDURE
RELOCATION READINESS WELCOME PACKETS ATTACHMENT 1:
WELCOME PACKET CONTENTS - MAIL

AEUSG-MA-ACS (608-1)

as of: 26 November 1999
REVIEWED:

OBJECTIVE: To provide individuals seeking information about the Mannheim military community current, accurate, and useful information to prepare them for their move to Mannheim.

The following materials shall be contained in Welcome Packets mailed from the Mannheim Relocation Readiness Office:

Mannheim ACS Relocation Readiness Brochure (Trifold)
Welcome to Germany Magazine
Community Phone Listing
R&R
Mannheim Patient Handbook
Getting Around in USAREUR
ACS Information Booklet (Generic)
Mannheim ACS Services Guide (Flyer)
Mannheim Community Map
Tips for a Move
Herald Post
USO Booklet - Discovery
IR&F Flyers: Menu Translator; Emergency Terms, Conversion Chart

Subject to availability:
Special program flyers
MWR Essentials; Army Families

Any specific information requested - i.e., schools, travel, pets

Pending development:

- Welcome to Mannheim Letter, signed by Base Support Battalion Commander including list of web-sites pertinent to Mannheim
- Mannheim Newcomers Guide (compilation of ACS Services Guide, community resources guide, essential phone numbers list, and IR&F flyers, etc.)
- MOST Announcement
- School Uniform Policy Fact Sheet
- Army Continuing Education System Fact Sheet, Chapel Facts
- Wal-Mart Sale Flyer
- Downtown maps, purchased from I punkt

STANDING OPERATING PROCEDURE
RELOCATION READINESS WELCOME PACKETS ATTACHMENT 2:
WELCOME PACKET CONTENTS - LOCAL ISSUE

AEUSG-MA-ACS (608-1)

26 November 1999

REVIEWED:

OBJECTIVE: To equip individuals newly arrived in Mannheim with current, accurate, and useful information to acclimate them to the Mannheim military community.

The following materials shall be contained in Welcome Packets issued locally by the Mannheim Relocation Readiness Office:

Mannheim ACS Relocation Readiness Brochure (Trifold)
Welcome to Germany Magazine
Community Phone Book
R&R
Mannheim Patient Handbook
Mannheim Community Map
Getting Around in USAREUR
Mannheim ACS Services Guide (Flyer)
IR&F Flyers: Menu Translator; Emergency Terms, Conversion Chart
Public Transportation Issues
Community Resource Guide

Subject to availability:
Special program flyers
MWR Essentials; Army Families
Welcome to Germany

Any specific information requested - i.e., schools, travel, pets

Pending development:

- Welcome to Mannheim Letter, signed by Base Support Battalion Commander including list of web-sites pertinent to Mannheim
- Mannheim Newcomers Guide (compilation of ACS Services Guide, community resources guide, essential phone numbers list, and IR&F flyers, etc.)
- MOST Announcement
- School Uniform Policy Fact Sheet
- Army Continuing Education System Fact Sheet; Chapel Facts
- Wal-Mart Sale Flyer
- Downtown maps, purchased from I punkt

STANDING OPERATING PROCEDURE
RELOCATION READINESS WELCOME PACKETS ATTACHMENT 3:
WELCOME PACKET CONTENTS - VIP PACKET

AEUSG-MA-ACS (608-1)

26 November 1999

REVIEWED:

OBJECTIVE: To provide visitors to Mannheim current, accurate, useful, and unique information particular to the Mannheim military community.

The following materials shall be contained in VIP Welcome Packets issued by the Mannheim Relocation Readiness Office:

Mannheim ACS Relocation Readiness Brochure (Trifold)

Community Phone Book

Mannheim Patient Handbook

Mannheim Community Map

Mannheim ACS Services Guide (Flyer)

IR&F Flyers: Menu Translator; Emergency Terms, Conversion Chart

Public Transportation Issues

Community Resource Guide

Special Program Flyers

Additional:

- Personalized Welcome to Mannheim Letter, including list of web-sites pertinent to Mannheim

Visitors from outside Germany:

U.S. Army Europe & Seventh Army 2000 (America's Army in Europe)

Welcome to Germany Magazine

MWR Essentials; Army Families

Welcome to Germany booklet

R&R

Getting Around in USAREUR

Any specific information requested, visitor's itinerary

Pending Development:

- Mannheim Newcomers Guide (compilation of ACS Services Guide, community resources guide, essential phone numbers list, and IR&F flyers, etc.)
- MOST Announcement
- School Uniform Policy Fact Sheet
- Army Continuing Education System Fact Sheet, Chapel Facts
- Wal-Mart Sale Flyer
- Downtown maps, purchased from I punkt